



**DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
8725 John J. Kingman Rd. Suite 4950
Fort Belvoir, Virginia 22060-6222**

Policy Number: DESC-DC-P-6

SEP 17 2004

AUTHORIZED ISSUES AND CUSTOMERS

1.0. GENERAL.

1.1. This interim policy is applicable to the Defense Energy Support Center (DESC), DESC Field Activities, Defense Fuel Support Points (DFSPs), customers, and other Department of Defense (DoD) Components and contracted locations and applies to the issue or sale of DESC-owned petroleum product. All products shall be issued as approved by the Director of DESC. Customers not meeting the criteria cited herein require specific authorization by the Director of DESC through DESC-DC, prior to the issue or sale of fuel. Issues/sales of DESC-owned product shall be documented and reported in accordance with the guidance provided in DoD 4140.25-M, Fuels Automated System (FAS) interim guidance, and applicable FAS application guidance. Military Service-owned product will be handled in accordance with the Military Service directives.

1.2. This interim policy supersedes DoD 4140.25M, Part 2, Chapter 10, Paragraphs 6.1 and 6.2 and supplements paragraphs 6.3 and 6.4. This policy has been coordinated with and approved by the Service Control Points (SCP) and is issued pending inclusion in DoD 4140.25-M. Responsible Officers (RO)/ Property Administrators (PA) are responsible for implementing and ensuring full compliance with this policy/procedure.

1.3. Guidance provided herein references Part 2 in lieu of Volume 2 of DoD 4140.25-M. As directed by the Washington Headquarters Service Correspondence and Directive Directorate, all segments of DoD 4140.25-M will be identified as parts in lieu of volumes. Consequently, all previous volumes identified in DoD 4140.25-M will be referred to as parts.

2.0. REIMBURSABLE ISSUES. Reimbursable issues are materiel provided to authorized customers requiring reimbursement to the Defense Working Capital Fund. RO/PA and their designees may assume that any entity in possession of an approved DESC source media device (e.g., Aviation Into-plane Reimbursement (AIR) Card, DD Form 1896, DoD Fleet Card, and the Vehicle Information Link (VIL) Key) may obtain fuel from the DESC-owned stock on a reimbursable basis, unless notified in writing otherwise. Authorized customers include the Department of Defense (DoD) and Non-DoD customers.

2.1. DoD and some Non-DoD customers (Federal Agencies) must have either a valid Department of Defense Activity Address Code (DoDAAC) for DoD customers or a Federal Activity Address Code (FEDAAC) for Federal Agencies assigned by the Defense Automatic Addressing System Center (DAASC). The following website contains a listing of points of

contact that may assist the customer in obtaining a valid DoDAAC/FEDAAC:

https://www.daas.dla.mil/daashome/daasc_, use the "Contact Us" icon . Reference Appendix 1 for additional DAASC contact information. Paragraph 3.0, below, provides the criteria for determining DESC authorized reimbursable customers.

2.2. Non-DoD customers (excluding Federal Agencies) such as contractors, humanitarian organizations, foreign governments, international organizations (pursuant to an international agreement), and non-appropriated fund activities (e.g., morale, welfare, and recreation), civilian emergency, medical, and law enforcement agencies, etc.) are assigned "T" DoDAACs by DESC-FI. A listing of authorized Non-DoD "T" DoDAAC customers and procedures for obtaining "T" DoDAACs are provided at the following website: <http://www.desc.dla.mil> under the Fuel Automated System, Non-DoD Fuel Customer Information and herein.

3.0. AUTHORIZED REIMBURSABLE CUSTOMERS. The following are recognized categories of customers authorized for reimbursable issue from DLA/DESC-owned stock, and should be in possession of an approved DESC source media device and should have a DoDAAC, FEDAAC, or DESC-issued "T" DoDAAC:

3.1. U.S. military units including the National Guard, Reserve components, and other U. S. Government agencies traditionally supplied.

3.2. Foreign governments when authorized by international agreement (including Replacement-in-Kind (RIK) and Fuel Exchange Agreement (FEA)), Foreign Military Sales (FMS) credit agreement, Letter of Offer and Acceptance, government-to-government agreement, cross-servicing agreement, or mutual defense pact. If the agreement does not authorize fuel on a reimbursable basis, the fuel will be provided on a cash basis.

3.3. Foreign vessels and aircraft. When a foreign vessel or aircraft is not covered by an international agreement (including RIK and FEA), FMS credit agreement, Letter of Offer and Acceptance, government-to-government agreement, cross-servicing agreement, or mutual defense pact, fuel may be issued when no other means of resupply is available. The DESC Defense Working Capital Fund will be reimbursed at the standard price in effect at the time of the issue, ultimately to be reimbursed at a cost-plus rate.

3.4. Government contractors when performing contract or charter services for the U. S. Government.

3.4.1. If the contractor's representative arrives at a location without a DESC-issued source media device or "T" DoDAAC, the representative must present positive identification in the form of credentials established by the department or agency administering the contract or charter agreement.

3.4.2. Credentials can include a letter from the sponsoring department or agency, or a copy of the signed contract or agreement authorizing the contractor to receive DESC provided fuel.

3.5. International organizations pursuant to an international agreement.

3.6. Civil Air Patrol (CAP) aircraft on official CAP missions.

3.7. State and local government aircraft when support is provided through an interagency agreement or arrangement, or an emergency exists (e.g., firefighting, air evacuation and rescue, or forced landing).

3.8. State and local governments engaged in counter-drug activities and participating in the 1122 Program of the National Defense Authorization Act.

3.9. Non-appropriated fund instrumentalities (NAFIs); for example, aero clubs, bowling alleys, and morale, welfare, and recreation, etc.

3.9.1. Sales are authorized to NAFIs only when the product is being stocked for DoD mission support, the sale is not prohibited by a host-nation agreement, and the sale does not interfere with DoD mission support.

3.9.2. The payment office for the sale must be the NAFI, and must have a valid "T" DoDAAC. Reference Appendix 1, below, for points of contact for assistance in obtaining a "T" DoDAAC:

3.10. Emergency Customers

3.10.1. Provided below is the criteria for determining DESC authorized emergency customers:

3.10.1.1. Domestic and foreign aircraft under emergency conditions (forced landing, weather, mechanical, etc.) or while engaged in humanitarian assistance or rescue are authorized issues from DLA/DESC-owned stock.

3.10.1.2. Humanitarian organizations' vehicles used in emergency situations abroad. These organizations must have approval from the Director, DESC.

3.10.1.3. State and Local Civil Agencies During Civil or National Emergencies. The Director, DESC, may authorize DESC-owned fuel for State and local civil agencies during civil or national security emergencies or attack pursuant to guidance in DoD Directive 3025.1. See DoD 4140.25-M, Part 2, Chapter 15, for further guidance.

3.10.1.4. Other organizations as approved by the Director, DESC. Requests for approval of other entities should be directed to DESC-DC. Reference Appendix 1.

3.10.2. If the RO/PA cannot determine if an organization is a valid customer and the appropriate customer validation listing has been reviewed (as identified in paragraphs 2.1 and 2.2, above), the RO/PA shall contact the DESC Help Desk. If the RO/PA is unable to successfully contact the Help Desk and needs immediate assistance, he/she shall contact the DESC Operations Center for assistance. If neither office is successful in providing assistance, the RO/PA shall process the request for fuel assistance and obtain enough information from the customer to ensure successful billing. This information will be forwarded to DESC-FI. DESC-FI shall research the information to ensure proper billing. Reference Appendix 1 for the listing of points of contact. The aircraft will be furnished enough fuel to safely reach the nearest public or commercial landing area or fueling service, as applicable. The RO/PA or his/her agent shall contact the


airfield manager for determination of the amount of fuel to be issued to the aircraft. The incurring unit must be in good credit standing with DESC or fuel shall be provided as a cash issue.

3.10.3. Fuel may be issued with or without reimbursement as advised by DLA or DoD(C) staff. Reimbursement (if directed) will be at the standard price in effect at the time of the issue, ultimately to be reimbursed at a cost-plus rate.

3.10.4. The RO/PA shall provide DESC-DC full documentation of the circumstances constituting the emergency sale (e.g., emergency requirement/quantity, fuel shortage, urgency of need, and civil agencies' attempts to secure fuel from commercial suppliers and local military installations, if any).

4.0. CASH ISSUES. Cash issues are materiel sold to customers on a cash basis. Sales under the authority of this section are only authorized for products normally stocked where the U. S. Government incurs no additional costs; sales can be made without depleting local peacetime operating stocks necessary to meet military requirements; sales do not interfere with military operations through use of equipment or personnel required to make sales; adequate dispensing facilities exist; applies to fuel typically available at a post exchange (e.g., only authorized for products not available at the post exchange facilities); and adequate commercial facilities are not available within a reasonable distance or obtaining petroleum products from available commercial sources would interfere with efficient operation of the installation. Cash sales will be processed in accordance with guidance provided in DESC-CM-I-7, Cash Sales Procedures for DESC-Owned Fuel.

5.0. AUTHORIZED CASH CUSTOMERS. Reference DESC-CM-I-7 for recognized categories of customers generally authorized to receive fuel on a cash basis from DLA/DESC-owned stock.



RICHARD J. CONNELLY
Director

AP1. APPENDIX 1

POINTS OF CONTACT

AP1.1. Customer approval requests for assistance should be forwarded to the following address:

Defense Energy Support Center
Change Management (DESC-DC)
8725 John J. Kingman Road, Suite 4950
Fort Belvoir, Virginia 22060-6222
Commercial Telephone Number: (703) 767-9675
DSN: 427-9675
Commercial FAX: (703) 767-9672
DSN: 427-9672

AP1.2. Contact DESC-FI or DESC-RR for assistance in obtaining a "T" DoDAAC by using the information provided below. Additionally, procedures for obtaining a "T" DoDAAC are provided at the following website: <http://www.desc.dla.mil> under the Fuel Automated System, Non-DoD Fuel Customer Information.

Defense Energy Support Center
Inventory Accounting Branch (DESC-FI)
8725 John J. Kingman Road, Suite 4950
Fort Belvoir, Virginia 22060-6222
Commercial Telephone Number: (703) 767-9394
DSN: 427-9394
Commercial FAX: (703) 767-9380
DSN: 427-9380

Defense Energy Support Center
Retail Management Division (DESC-RR)
Building 1621-K
2261 Hughes Avenue
Suite 128
Lackland AFB, TX 78236-9828
Commercial Telephone Number: (210) 925-4887
DSN: 945-4887
Commercial FAX: (210) 925-9520
DSN: 945-9520

AP1.3. For assistance in determining customers authorized to receive fuel, contact either of the following offices:

Defense Energy Support Center
Help Desk (J-62)
8725 John J. Kingman Road, Suite 4950

Ft. Belvoir, Virginia 22060-6222
Commercial Telephone Number: 1-800-446-4950
DSN: 697-6733

Defense Energy Support Center
Operations Center (DESC-DL) (Only when the DESC Help Desk is not available)
8725 John J. Kingman Road, Suite 4950
Ft. Belvoir, Virginia 22060-6222
Commercial Telephone Number: (703) 767-8420 or 1-800-2-TOPOFF
DSN: 427-8420

AP1.4. Contact the Defense Automatic Addressing System Center for assistance in obtaining or verifying a customer's DoDAAC or FEDAAC by using the following information:

Defense Automatic Addressing System Center (DAASC/DSDC-S)
Area C, Building 207
5250 Pearson Road
Wright Patterson, OH 45433-5328
Commercial Telephone Number: (937) 656-3227
DSN: 986-3227
Commercial FAX: (937) 656-3900
DSN FAX: 986-3900

Information Help Desk:
Commercial Telephone Number: (937) 656-3247
DSN: 986-3247
Commercial FAX: (937) 656-3901
DSN FAX 986-3901